

# Susquehanna County Prothonotary

Margaret J. Krupinski,  
Prothonotary



PO Box 218  
Montrose, PA 18801  
570-278-6640

## **Fee Schedule** **Effective 1/1/23**

### **ACKNOWLEDGEMENT**

Sheriff Deeds \$ 10.50

### **APPEALS**

Appeal to Superior/Commonwealth Court

~ Check Payable to Appellate Court \$ 90.25

~ Payable to Prothonotary \$ 72.50

Assessment, Driver's License, Inspection Station, Land Use,  
Magisterial District Justice Judgement \$175.00

### **ARBITRATION**

Appointment \$ 27.50

Appeal Total Amount of Compensation

Judgment on Award of Arbitrators \$ 27.50

### **BAIL**

Poundage ~ 4.5% first \$1000 then 1.5% each \$1000.00 after

Bail Bond \$ 20.00

Bail Piece \$ 20.00

### **BUILDING AGREEMENTS**

Stipulations, Releases, Waivers \$ 28.00

Mechanics Lien Claim (on Existing Case) \$170.00

### **COLLECTION FEE**

Payment Disbursement on Landlord/Tennant (per transaction) \$ 5.00

### **CERTIFIED COPY**

\$ 6.25

**CIVIL ACTION**

Civil Complaints \$175.00

~ Including but not limited to the following:

Declaration of Taking, Condemnations, Partitions, Quiet Title, Equity,  
Name Change, Ejectment, Replevin, Declaratory Judgment, Petitions,  
Injunctions, Minors Compromise, Writ of Summons

**CUSTODY**

Initial Action \$200.00

Petition for Modification, Special Relief or Contempt \$100.00

**DISCONTINUANCE**

Partial or Full Discontinuance \$ 10.50

**DIVORCE**

Complaint (Includes First Count excluding Custody) \$200.00

Each count after first count \* \$ 65.00

Custody Count \$100.00

Counterclaim \$ 85.00

**EXEMPLIFIED RECORD**

\$ 30.00

**EXPUNGEMENT**

\$ 175.00

**INTERVENE/JOIN DEFENDANTS**

\$ 28.00

**JUDGMENTS \*\***

Assignment \$ 13.50

~ Including but not limited to the following: \$ 28.00

Amended, Default, Non-Pros, On Order/Award  
Petition to Open/Strike, Agreement, Criminal, Consent,  
Foreign, and MDJ Transcript, Confession

Criminal \$ 20.00

***Add \$5.00 automation fee if initiating a new case via Judgment***

Discharge \$ 10.50

Suggestion of Nonpayment \$ 20.00

**LIENS \*\***

Municipal \$ 20.00

Federal & Commonwealth \$ 25.00

Lis Pendens \$ 20.00

**MISCELLANEOUS FEES**

Petition to Intervene \$ 25.00

Bench Warrant \$ 20.00

Copies .25

Subpoena	\$ 4.00
Foreign Subpoena	\$ 80.00
Statement of Intent to Proceed	\$ 20.00
Road Docket	\$ 20.00

**NOTARY PUBLIC REGISTRATION OF SIGNATURE** \$ 4.00

**PASSPORTS**

Passport Book ~ <i>Check Payable to US Department of State</i>	
~ Adult	\$130.00
~ Children under 16 years of age	\$100.00
Passport Card ~ <i>Check Payable to US Department of State</i>	
~ Adult	\$ 30.00
~ Children under 16 years of age	\$ 15.00
Application Fee ~ <i>Payable to Prothonotary (Per Application)</i>	\$ 35.00
Photo Fee ~ <i>Payable to Prothonotary (Per Photo)</i>	\$ 10.00
Expedite Fee ~ <i>Included in Check to US Department of State</i>	\$ 60.00

**POLITICAL SUBDIVISION** \$ 80.00

**REINSTATE/REISSUE** \$ 5.50

**RESUME PRIOR NAME**

Retake Maiden Name (Susquehanna County Divorce)	\$ 10.50
Retake Maiden Name (Out of County/State)	\$ 25.00
Retake Maiden Name (Surviving Spouse)	\$ 25.00
(Must have certified Decree or Death Certificate)	

**SATISFACTION/SETTLEMENT**

Release, Subordination, Postponement, Vacate, Settlement, Withdrawal	\$ 10.50
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**WRITS**

Revival & Execution	\$ 40.00
Replevin, Possession & Scire Facias,	\$ 35.00
Writ of Certiorari (New Action)	\$175.00

\* Divorce Counts Excluding Custody

2- \$265.00	5- \$460.00
3- \$330.00	6- \$525.00
4- \$395.00	7- \$590.00

\*\* Judgments must contain a Completed Notice of Entry of Judgment, Praecipe and Judgment as well as a self-addressed stamped envelope and copy of Judgment packet for each defendant. MDJ Transcript must contain certified copy of MDJ Judgment as well.

Pursuant to 42 P.S. § 21073

(a) The fee for services not herein specifically provided for or included in any other services shall be the same for similar services.

(b) the Prothonotary shall not be required to enter on the docket any suit, action or order of Court, or enter any judgment thereon or perform any service whatsoever for any person, political subdivision or the until the requisite fee is paid.

JCP fee, Automation fee, Tax, and Act 119 of 1996 have been added to the above fees where they apply.